

# SAMPLE RESUME ...

**Pat Smith**  
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## **OBJECTIVE:**

**Assistant Manager in a Retail Store**

## **SUMMARY:**

- Friendly and outgoing
- 3 years experience in retail
- Completed a 10-hour course in customer service skills

## **WORK EXPERIENCES:**

**2009 to present**

**Shoppers Drugmart**  
**Cashier**

- Assist customers with purchases
- Direct people to products
- Organize work area and store displays

**2007 to 2009**

**Loblaws**  
**Stock Person**

- Stocked shelves
- Cleaned and organized stock room
- Assisted customers

**2005 to 2007**

**Tim Hortons**  
**Server**

- Provided friendly service to customers
- Monitored and filled coffee pots and baking trays
- Worked cooperatively with other staff

## **VOLUNTEER EXPERIENCE:**

**2006 to 2008**

**General Hospital**  
**Caregiver**

- Read stories to children
- Played games with bedridden children
- Took patients for walks on the hospital grounds

**2005**

**YMCA**  
**Summer Helper**

- Organized sports activities for children
- Helped with general maintenance

**EDUCATION:**

**Everytown Secondary School**  
Yourtown, Ont.  
Currently in Grade 11

**AWARDS:**

Employee of the Month – 2008  
Athlete of the Year - 2007

**INTERESTS:**

Computer games, sports, reading

**REFERENCES:**

Available upon request